

# **Centennial City Clerk Monthly Report January 2012**

<b>Activity</b>
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## **Boards and Commissions**

On January 17, 2012, an ad hoc appointment committee interviewed eleven applicants for two positions on the Budget Committee. Recommendations were made to City Council and on January 23, 2012, Council appointed Shawn Hallinan and C.J. Whelan to positions on this committee.

The organizational meeting of the ad hoc appointment committee for the Liquor Licensing Authority was held on January 26, 2012. The City Clerk will sit as a member of this committee, and the Deputy City Clerk will act as staff person for the process.

## **City Council Meetings**

The City Clerk and Deputy City Clerk staffed three City Council meetings in January. The City Clerk also staffed two City Council Workshops in January. Audio recordings of each meeting and approved minutes are available via the city's web site at [www.centennialcolorado.com](http://www.centennialcolorado.com).

## **Election Commission**

The Election Commission met on January 24<sup>th</sup> for their first quarterly meeting of 2012. The Commission continued to work on by-laws and began discussing suggested changes to the Municipal Code regarding Fair Campaign Finance Act filings by candidates.

Members of the Election Commission also hosted a reception at the January 4<sup>th</sup> City Council meeting recognizing out-going Council members and new members.

## **Senior Commission**

The Senior Commission met on January 10, 2012, staffed by the City Clerk.

## **Liquor Licensing**

The Liquor Licensing Authority did not meet in January.

Six (6) renewal applications were processed by the Deputy City Clerk in January.

## Passports

Seventy-five (75) passport applications were accepted and sent to the U.S. Department of State in January. Thirty-nine (39) photos were taken.

## Public Records Request

The City Clerk's office processed ten (10) public records requests in January. All requests were completed in a timely manner according to the Colorado Open Records Act.

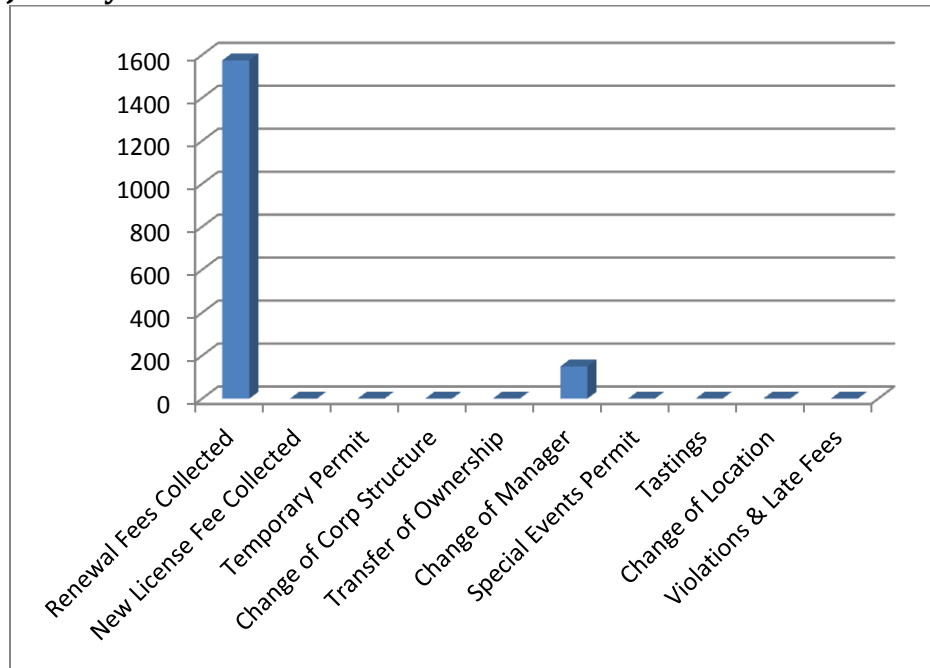
## Fees

### Liquor Licensing

Total Licensing Fees Collected January 2012: **\$1,853.75**

(Compared to Total Licensing Fees Collected in January 2011: \$1,351.25)

### January 2012



## Passports

Total Passport Fees Collected January 2012: **\$2,265.00**

Execution Fees to the City of Centennial: \$1,875.00

Photo Fees Collected: \$390.00

## Public Records Request

Total Public Records Request Fees Collected January 2012: **\$0**

Year to Date Total Fees Collected 2012: **\$0**

**Total Fees Collected by the City Clerk's Office Year to Date (2012): \$4,118.75**

<b>LIQUOR LICENSING FEES</b>	<b>OPEN RECORDS REQUEST FEES</b>	<b>PASSPORT FEES</b>	<b>PAWNBROKER FEES</b>
<b>\$1,853.75</b>	<b>\$0.00</b>	<b>\$2,265.00</b>	<b>\$0.00</b>

**Special Projects and Training**

The Deputy City Clerk and Senior RIM Clerk conducted SIRE and Agenda Process training to employees of CH2M Hill at their offices on January 18, 2012. Six CH2M Hill employees attended.

The Deputy City Clerk and the Senior RIM Clerk participated in a series of four webinars in January on Essential Records conducted by FEMA and the Council of State Archivists.